

III. VOUCHER PREPARATION AND INTEGRITY

A. Assignment of Voucher Numbers

1. For HCSRs, refer to instructions on vouchers in the Automated Data Processing and Reporting Manual. Each contractor is assigned a block of voucher numbers by the TRICARE Management Activity (TMA) for the contractor's use in the assignment of a unique eight-digit voucher number to each "initial" submission of a group of HCSRs as follows:

a. Digits 1 and 2

A two-digit TMA assigned contractor number

b. Digit 3

One digit identifying the last digit of fiscal year of the voucher.

c. Digits 4, 5, and 6

A three-digit alphanumeric sequence number shall be used. Consecutive numeric values (beginning with 001 for each new Fiscal Year) will be used first up to 999, then in digit 4 begin with letter A with numeric values in positions 5 and 6. No voucher beginning with the letter "Z" shall be used. When Y99 is reached, digits 4 and 5 will start with AA going to AB, etc., through YY. Should it be necessary, AAA through YYY will be used.

d. Digits 7 and 8

A branch of service indicator selected from the list below:

- | | | |
|-------------|----|---|
| (1) | 05 | Non-DoD (TRICARE Costs) |
| (2) | 10 | Continued Health Care Benefit Program (CHCBP) |
| (3) | 21 | Army (TPR) |
| (4) | 22 | Air Force (TPR) |
| (5) | 23 | Navy/Marine Corps (TPR) |
| (6) | 25 | Non-DoD (TPR) |
| (7) | 41 | Army (Supplemental Care - Emergency) |
| (8) | 42 | Air Force (Supplemental Care - Emergency) |
| (9) | 43 | Navy/Marine Corps (Supplemental Care - Emergency) |
| (10) | 44 | Non-DoD (Supplemental Care - Emergency) |
| (11) | 45 | Army (Supplemental Care - Referred) |
| (12) | 46 | Air Force (Supplemental Care - Referred) |
| (13) | 47 | Navy/Marine Corps (Supplemental Care - Referred) |

- (14) 48 Non-DoD (Supplemental Care - Referred)
- (15) 71 Army (TRICARE Costs)
- (16) 72 Air Force (TRICARE Costs)
- (17) 73 Navy/Marine Corps (TRICARE Costs)
- (18) 81 Army (Supplemental Care - Latin America & Pacific)
- (19) 82 Air Force (Supplemental Care - Latin America & Pacific)
- (20) 83 Navy/Marine Corps (Supplemental Care - Latin America & Pacific)
- (21) 84 Non-DoD (Supplemental Care - Latin America & Pacific)
- (22) FA TRICARE Senior Prime
Dover AFB, Dover, Delaware
- (23) FB TRICARE Senior Prime
Keesler AFB, Biloxi, Mississippi
- (24) FC TRICARE Senior Prime
Brook Army Medical Center, San Antonio, TX
- (25) FD TRICARE Senior Prime
Wilford Hall Medical Center, San Antonio, TX
- (26) FE TRICARE Senior Prime
Ft. Sill, Oklahoma
- (27) FF TRICARE Senior Prime
Sheppard AFB, Wichita Falls, Texas
- (28) FG TRICARE Senior Prime
Fort Carson, Colorado Springs, Colorado
- (29) FH TRICARE Senior Prime
Air Force Academy, Colorado Springs, CO
- (30) FJ TRICARE Senior Prime
Naval Medical Center San Diego, San Diego, California
- (31) FK TRICARE Senior Prime
Madigan Army Medical Center, Fort Lewis, Washington

e. Digits 7 and 8 for Supplemental Health Care Program Vouchers

A branch of service indicator:

Financial Administration - Not-At-Risk Funds**Chapter****4**

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|-------------------------|------|--|
| | (1) | 41 Army (Comprehensive Clinical Evaluation Program) |
| | (2) | 42 Air Force (Comprehensive Clinical Evaluation Program) |
| Evaluation Program) | (3) | 43 Marine Corps/Navy (Comprehensive Clinical |
| | (4) | 45 Non DoD (Comprehensive Clinical Evaluation Program) |
| | (5) | A1 Army (Supplemental Care - Emergency) |
| | (6) | A2 Air Force (Supplemental Care - Emergency) |
| | (7) | A3 Marine Corps/Navy (Supplemental Care - Emergency) |
| | (8) | A5 Non DoD (Supplemental Care - Emergency) |
| | (9) | B1 Army (Supplemental Care - MTF Referred) |
| | (10) | B2 Air Force (Supplemental Care - MTF Referred) |
| Referred) | (11) | B3 Marine Corps/Navy (Supplemental Care - MTF |
| | (12) | B5 Non DoD (Supplemental Care - MTF Referred) |
| Referred) | (13) | E1 Army (Supplemental Care - Non-Emergency/Non- |
| Referred) | (14) | E2 Air Force (Supplemental Care - Non-Emergency/Non- |
| Emergency/Non-Referred) | (15) | E3 Marine Corps/Navy (Supplemental Care - Non- |
| Referred) | (16) | E5 Non DoD (Supplemental Care - Non-Emergency/Non- |

f. All vouchers will be calculated according to the sponsor branch of service. If the group of HCSRs consists of corrected or reprocessed HCSRs previously rejected by the TMA HCSR edit system, the same voucher number assigned to and used in the initial submission of the HCSR shall be used by the contractor unless otherwise instructed by TMA. All claims processed in a daily run will be included in a single voucher for each of the voucher types (reference digits 7 and 8 described above). The three-digit sequence number (digits 4 - 6 described above) shall be maintained regardless of the number of regional contracts.

B. Voucher Transmission Requirements

Vouchers shall be transmitted to TMA by 12 noon Mountain Time or will be considered a part of the next business day activity. The contractor shall ensure that the voucher header information transmitted to TMA agrees with the HCSRs submitted thereafter. If differences exist between the two, the voucher will be rejected as out-of-balance and returned to the submitting contractor.

C. Voucher Integrity

Total voucher amounts transmitted to TMA by the contractor become “fixed” data elements in the finance and accounting system for purposes of control and integrity. The contractor may not change nor adjust the reported voucher summary figures without written prior approval from TMA.